## **VIMS: Order Request**

## Flu Only



When placing an order for flu vaccine only, practices need to only reconcile their flu inventory. Flu-only orders provide a faster process to keep up with the demands presented during flu season. When ordering any other vaccine along with flu, practices need to continue to reconcile their entire inventory before submitting an order.

A flu only reconciliation must be submitted within 48 hours before a flu only order is placed. If a reconcile request is not completed in that timeframe, the system will display a reminder. Vaccines cannot be ordered until the reconciliation is submitted.

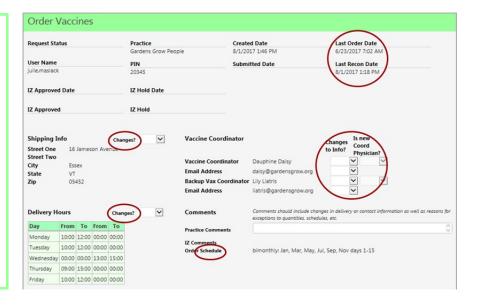


Select **Order** from the left menu. Two options will appear: All Vaccine Order or Flu-Only Order. By selecting the Flu-Only Order, VIMS will display a new Order Request form unless a draft was saved, but not submitted previously.

In the Order Request heading section, you are <u>required</u> to answer yes or no in the following fields:

- Shipping Info Changes?
- Delivery Hours Changes?
- Vaccine Coordinator Changes to Info?

You can provide change details in the **Practice Comments** field or contact the Immunization Program.



Moving down the page, enter desired quantities, including zero, for each line in the **Order # Doses**. Express your request in number of doses rather than packages. For example, if you want to order 1 box containing 10 single dose vials, request 10 doses. Once all order quantities and required heading fields are complete, select **Submit Order** for review and approval by the Immunization Program.

The **Order Increment** value is the number of vials in one package. Please order in multiples of the order increment, so packages do not have to be split up (i.e. If the order increment is 10, order 20 or 30, not 25).

Line A	Vaccine	Brand	NDC	PED/ ADU	Packaging	# Doses on Hand	# Other Doses on Hand	# Doses Weekly	Order Increment	Order # Doses	Appd # Doses	Cost	Total
1	FLU AD	Afluria	33332- 0420-10	ADU	1 pack - 1 vial	0	0	0	10			\$1,522.000	\$0.000
2	FLU AD	Fluarix	58160- 0885-52	ADU	1 pack - 1 dose syringe	100	0	0	10			\$12.450	\$0.000
3	FLU AD	Flucelvax	70461- 0420-10	ADU	10 pack - 1 dose syringe	0	0	0	10			\$12.000	\$0.000